



Department of Conservation & Recreation  
[CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES](#)

## LOCAL PROGRAM DATA SHEET

Local Program:

Review Date:

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Attached	Not Available	Item or Information
<b>PROGRAM ADMINISTRATION</b>		
		Ordinance, policy documents, forms, any printed materials:
		Standards & specifications, manuals, handbooks (if different from VESCH and VSWMH):
		Permit application packages and types of permits:
		Responsible parties:
		Program Authority:
		Plan Approval Authority:
		Plan Review Authority:
		Inspection:
		Enforcement:
		Permit and plan review fees and guarantees or other surety
		Local program funding source(s)
		Number, type (commercial, industrial, SFH, municipal) and acreage of land disturbing projects in the previous 12-month period or previous calendar year.
		Staff and their certifications:
		Use of contractors, if any:
		Overview of program procedures, processes and permits, including any permit or inspection tracking database(s):
<b>PLAN REVIEW</b>		
		Local program plan, narrative and minimum standard checklists, if different from VESCH:
		Any local program-specific forms, interdepartmental tracking forms, standard correspondence:
		Maintenance agreements for permanent facilities:
		Variance procedures:
<b>INSPECTION</b>		
		SWCB-Approved Alternative Inspection Program:
		Local program standard inspection forms and any other standard local program documentation:
		Copies of local program inspection records for active or recently completed land disturbance sites:
		Procedures for field changes to approved plans:
<b>ENFORCEMENT</b>		
		Schedule of civil charges/administrative fines, if utilized:
		Types of enforcement mechanisms:
		Number of notices to comply (NTCs) and stop work orders (SWOs), or comparable measures, issued by local program in previous 12 month period or previous calendar year.
		Local program standard enforcement forms, standard correspondence, and any other standard local program documentation:
		Copies of local program enforcement records for active or recently completed land disturbance sites.